



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

MEDICAL ASSISTANCE ADMINISTRATION
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ECONOMIC SERVICES ADMINISTRATION
PO Box 45440 • Olympia WA 98504-5440

August 7, 2002

TO: Regional Administrators
CSO Administrators
Financial Coordinators
Financial Supervisors

FROM: Steven Wish, Director Division of Client Support Medical Assistance Administration	Michael W. Masten, Director Community Services Division Economic Services Administration
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**SUBJECT: QUESTIONNAIRES MAILED TO STATE MEDICAL PROGRAM
RECIPIENTS (F08 KIDS, SFA MEDICAL AND STATE FUNDED F06 KIDS)
AND IMMIGRATION TRAINING**

Purpose: The purpose of this memo is to:

- Provide information about the questionnaires being mailed to individuals receiving children's medical F08, state-funded F06, and families receiving State Family Assistance (SFA);
- Describe actions required by Community Services Offices (CSO) and Medical Eligibility Determination Services (MEDS) staff when the completed questionnaires are returned;
- Provide instructions for reviewing immigration status and other factors to determine eligibility for other DSHS medical programs when completing **ALL** State Financial Assistance (SFA) and state food assistance recertifications and alien medical program eligibility reviews;
- Provide a list of outreach contractors and Basic Health's (BH's) resource guide to field staff; and
- Provide information regarding CSO immigration training.

Background: Beginning October 1, 2002, Medical Assistance Administration (MAA) will no longer provide medical coverage to undocumented children and non-citizens who are not eligible for Medicaid solely because of their immigration status. MAA will, however, continue to cover non-citizen pregnant woman regardless of their immigration status. The following individuals are losing their medical benefits starting October 1, 2002:

- Undocumented children receiving medical benefits in ACES medical coverage group F08;
- Families receiving SFA (ACES medical coverage group F01, F02, F03, F04 and F10). Please note that no change has been made effecting SFA cash benefits; and
- Non-citizen children who are in their five-year ban period in ACES coverage group F06.

Information about questionnaires mailed to individuals receiving F08, state funded F06, and families receiving SFA: Attached are the questionnaires MAA will be mailing to all households who have been identified as receiving one of the state-funded programs which will be ending September 30, 2002:

- Questionnaire identified as *001/Aug 2002* will be mailed to F08 households, undocumented children.
- Questionnaire identified as *002/Aug 2002* will be mailed to SFA (ACES F01, F02, F03 and F04) and children in F06 households.

We will enclose a postage-paid return envelope with MAA's address. MAA staff will forward the completed questionnaires to the appropriate CSO. Questionnaires will include a request for individuals to update their immigration status. MAA will also forward copies of the questionnaires to Basic Health (BH), if the individual checks the BH question on the questionnaire. If the questionnaire is sent or dropped-off directly at the CSO, please send a copy to:

Medical Assistance Administration

MS 45534

These questionnaires ask individuals to answer questions about their past and current immigration status. The immigration status of many of these individuals may have changed and, as a result of these changes, their eligibility to receive federally funded Medicaid, cash TANF or Food Assistance may be affected. MAA and Economic Services Administration want to ensure that all of these individuals' current immigration status is accurately reflected on the ALAS screen in ACES.

Action required by CSOs and MEDS staff when the questionnaire is returned: All completed questionnaires require an action by a Financial Services Specialist. The following actions must be taken:

Questionnaires Resulting in No Change:

- Compare the completed questionnaire with the ALAS screen;
- If there is no change in the immigration status or other factors, send the client a letter stating that the information has been reviewed and there is no change in status.

Use letter 010/01, No Change in Benefits. Add free-form text stating: *"the information provided does not establish eligibility for a Federal Medicaid program"* Also add text explaining why this information does not meet the Federal requirements.

- Assure the letter is translated in the individual's primary language.

- Refer client to the community resource contact assisting in BH applications.

Questionnaires Resulting in a Change:

If there is a change in immigration status:

1. Request documents to verify current immigration status, using EA-Z manual matrix at: http://www1.dshs.wa.gov/esa/EAZmanual/Sections/CitizenAppendix_I.htm. Federal rules require that immigration status be verified. Use letter 023/02 to request verification or additional information on current immigration status. Have the letter translated in the individual's primary language.
2. Review the entry date carefully. The "entry" date is the date the individual started to reside in the United States. It may be earlier than the date on the green card or other immigration document. The date of physical entry is necessary to determine whether the five-year bar applies. Update the ALAS screen in ACES.
<http://www1.dshs.wa.gov/aces/usermanual/interview.htm> - B02 ALAS.
3. The department is required to help the client pay for any verification needed for the eligibility determination process. Many individuals may need help to pay for securing these immigration documents. Follow the procedures in EA-Z manual.
<http://www1.dshs.wa.gov/esa/EAZmanual/Sections/Verification.htm>
4. Send a letter when the individual verifies a change in alien status or other factors making them eligible for a Federal or pregnancy medical program, using letter 010/01 No change in Benefits. Add freeform text stating that: *the information provided verifies eligibility for Medicaid*. Translate the letter into the individual's primary language.
5. Be sure to process all requests (including verbal) for fair hearings and continue benefits if the fair hearing is requested timely.

Review immigration status when completing ALL F08's, SFA and state food assistance recertifications and case actions: Many of the individuals may not send in the completed letters, but may be subject to an eligibility review or other actions between now and September 2002. For all F08, SFA and state-funded assistance units that have case actions prior to September 14, 2002, the CSO staff must complete a review of each individual's immigration status. At a minimum, this review should compare the information on the ALAS screen with the documentation the individual has provided to the department and reported on applications or eligibility reviews.

Provide a list of outreach contractors and BH's Resource List: If the individual is going to lose eligibility even after the thorough review of the individual's immigration status, please refer the individual to the outreach contractor in your area; the list of contractors is attached. The outreach contractor will help the individual transition to BH. Also, attached is Basic Health's list of organizations that have agreed to help the individuals.

<http://fortress.wa.gov/dshs/maa/bhptransition/pdf/CommResourceList.pdf>

You can refer any individual to this valuable resource.

CSO immigration training: This training is designed to help workers understand all of the issues relating to immigration and eligibility. It is important that each office and region has a worker assigned to attend the training.

The immigration training will be held: **August 13, 2002, from 9 a.m. to noon**, via video conferencing or WIT. The site locations scheduled are located in Seattle, Lacey, Vancouver, the Tri-Cities, Spokane, Yakima and Everett at the Everett Community College's Olympus Hall, Room 205. . The following site gives directions to the videoconference locations:

<http://www.wa.gov/dis/services/videoconflocations.htm>

and Everett Community College:

http://www.evcc.ctc.edu/template.cfm?doc_id=172

The elimination of the state funded medical programs affects some CSOs and counties far more than others. The following link has the breakdown by CSO of the number of individuals who will be losing their eligibility: <http://fortress.wa.gov/dshs/maa/bhptransition/pdf/racebycsso.pdf>.

If you have any questions, please contact your MAA regional representative. If necessary, your regional representative can provide training in your area upon your request.

Region	Representative	Phone Number	E-mail Address
Region 1	Judy Maginnis	360-725-1320	maginja@dshs.wa.gov
Region 2	Judy Cook	360-725-1324	cookjr@dshs.wa.gov
Region 3	Stephen Kozak	360-725-1321	kozaksj@dshs.wa.gov
Region 4	Joanie Scotson	360-725-1330	scotsjk@dshs.wa.gov
Region 5	MaryBeth Ingram	360-725-1327	ingramb@dshs.wa.gov
Region 6	Rochelle Salsman	360-725-1329	salsmr@dshs.wa.gov

Attachments: Questionnaire001/Aug2002
Questionnaire002/Aug2002
Outreach Contractors

cc: John Atherton
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